

RESOLUTION 29 -20
THE TOWN OF FOREST HEIGHTS

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT ON BEHALF OF THE TOWN OF FOREST HEIGHTS WITH COMPUTER HELPERS, INC. FOR INFORMATION TECHNOLOGY SERVICES, HARDWARE AND SOFTWARE FOR THE MUNICIPAL BUILDING AND POLICE STATION

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Town Council has authority to approve contracts and procurements pursuant to the Town Charter, Section 33-63, and Town Code, Section 20.4; and

WHEREAS, the Charter, Section 33-63 further permits the Council to forego the competitive bidding process in order to negotiate professional services contracts such as accounting, architecture, auditing, engineering and related services; and

WHEREAS, the Town staff has negotiated a personal services contract with an Alexandria, VA based company to provide certain technology solutions and products to the Town to improve, upgrade and enhance its information technology systems and devices.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves the Contract referencing a spreadsheet submitted by Computer Helper's, Inc. dated 12/5/19 (1 page), and two (2) proposals of Contractor entitled (i) Forest Heights Municipal building, dated 12/4/19 (2 pp.), and (ii) document describing services installed (discovery), hardware and software upgrades, data storage, network design, and buildouts, undated;

AND BE IT FURTHER RESOLVED that in accordance with the Contract approved herein the Town shall compensate the Contractor \$ 2,929.00 (Monthly recurring for Exchange email, retainer, VOIP and Online remote backup); One time hardware costs of \$ 15,757, and \$ 1,250.00 for yearly anti-virus protection for each device, and the total project is expected not to exceed \$ 15,757.00 for hardware, \$2,929.00 for monthly recurring fees and \$ 1,250.00 for annual anti-virus protection for 25 devices;

AND BE IT FURTHER RESOLVED that consideration for the above contract shall be appropriated and paid for from Line Item 7194 of the FY 2020 Budget;

AND BE IT FURTHER RESOLVED, that prior to the Mayor signing the approved contract the authorized representative of said company or firm shall provide a certificate of good standing or other evidence thereof, and proof of insurance as required by the terms of the Contract, and maintain at all times during the term of said agreement, or any other contract it has with the Town, such insurance coverage (Commercial General Liability, Business Automobile Liability, and Workers' Compensation) to adequately protect the Town or as otherwise required by law and that the Contractor shall cover any claim that may arise while engaged in work under any agreement with the Town;

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AND, BE IT FURTHER RESOLVED, that the Town Council of Forest Heights, Maryland hereby authorizes and approves the Mayor on behalf of the Town to execute any other related instrument or document necessary to carry out the intent of this Resolution;

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED this 20 day of May 2020.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

Absent

KENNEDY II

Yea

NOBLE

Yea

BARNES

Yea

HINES

Yea

WASHINGTON

Yea

ATKINSON

Absent

ATTEST:

THE TOWN OF FOREST HEIGHTS

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

SIGNATURE ON FILE

Habeeb-Ullah Muhammad, Mayor

SIGNATURE ON FILE

Calvin Washington, Council President

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CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 21 day of May 2020 with 5 Aye votes and 0 Nay vote the aforesaid Resolution 29-20 passed.

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

**Exhibit – Contract between the Town of Forest Heights and
Computer Helpers, Inc. for Information Technology Services, Hardware and Software for the
Municipal Building and Police Station**